



Louisville-Jefferson County Metro Government

Department of Inspections, Permits and Licenses

Metro Development Center

444 South Fifth Street, Suite 100, Louisville, KY 40202-4314

Telephone: (502) 574-3321 Fax: (502) 574-3997

RESIDENTIAL PLAN REVIEW CHECK LIST

Construction Plan Requirements

- ☐ Minimum of two (2) sets of plans must be submitted. Upon issuance of the permit one stamped set of plans will be returned.
- ☐ A site plan or survey drawn to scale on paper no less than 8.5" by 11" must be submitted that includes the following including the dimensions of all elements;
 - Entire lot outline
 - Existing structures & retaining walls
 - Proposed structures, additions & retaining walls
 - Distances between structures
 - Distances from structures to property lines
- ☐ Elevations plans showing front, sides and rear of structure, must reflect structure height.
- ☐ Footing size, depth and location of rebar if required (include all grade beams and piers).
- ☐ Foundation wall thickness, location of rebar if required.
- ☐ Wall framing details, stud size, spacing & covering.
- ☐ Floor plans showing each floor of the building including all interior and exterior walls, door and window locations and dimensions. Show location of required Emergency escape windows
- ☐ Stair details, tread & riser dimensions, handrail & guardrail details (Stairs require a minimum 6' 8" headroom).
- ☐ Floor Joist size, span and spacing.
- ☐ Girder beam / header size and spacing. (Manufacturers' information needs to be submitted if engineered wood products are being used, if steel girders are used note size on plans).
- ☐ Roof framing details, rafter size, span, spacing, ridge beam size, ventilation & covering.
- ☐ Vaulted ceiling detail (if applicable).
- ☐ Location and size of all decks, porches, retaining walls, etc.
- ☐ Smoke detector locations.
- ☐ All trusses must have manufacturers information (load calculations) submitted as part of building plans.
- ☐ Dwelling unit separation details (duplex & townhouses).
- ☐ Energy Efficiency Building Thermal Envelope Method, ☐ Prescriptive (Table N1102.1), ☐ ResCheck, ☐ Other

Approval Requirements

In some instances approvals other than from IPL are required. These approvals must be obtained prior to the issuance of a building permit

- ☐ **Public Works:** If your project requires a new curb cut you must obtain approval from Public Works prior to issuance of the building permit. For additional information call 574-3958
- ☐ **MSD Water Management Division:** Property located in the Flood Zone requires the approval of the Water Management Division of MSD, in addition any Accessory structures (garages, sheds, pool house, etc.) greater than 900 square feet require their approval regardless of location in or out of the flood zone. This approval can be obtained in the Metro Development Center building. For additional information call 574-5781
- ☐ **Health Department:** Property that uses a septic tank system must obtain prior approval from the Health Department. This approval can be obtained in the Metro Development Center building. For additional information call 574-6655
- ☐ **Planning & Design Services:** Property located in a historic and/or preservation district requires Planning & Design Services approval prior to issuance of a building permit. Any manufactured housing must obtain approval prior to issuance of permits. These approvals can be obtained from Planning & Design Services located in the Metro Development Center building. For additional information call 574-6230
- ☐ **Fire District:** New houses that are not in an approved subdivision will require written approval from the fire district to verify compliance with the fire hydrant ordinance. For additional information contact your fire district.

You must obtain approval from the following cities prior to IPL issuing a building permit.
(Note) The City of Jeffersontown issues their own building permits & performs inspections.

Springlee
Strathmoor Manor
Strathmoor Village
Ten Broeck
West Buechel
Winding Falls
Windy Hills
Woodlawn Park

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